



Privacy Notice for Staff – How we use Workforce Information

What Categories of Information Are Processed?

The categories of personal information that we process include the following:

- Personal information (such as name, employee number, date of birth, national insurance number, contact information)
- Characteristics information (such as gender, age, ethnic group)
- Contract information (such as start date, hours worked, post, roles and salary information)
- Work absence information (such as number of absences and reasons for absence)
- Qualifications (and, where relevant, the subjects taught)
- Medical information
- Payroll information including bank details and home addresses
- Performance information including appraisal targets and supporting evidence

Why do we Collect and Use Workforce Information?

We use workforce data to:

- Enable the development of a comprehensive picture of the workforce and how it is deployed
- Inform the development of recruitment and retention policies
- Enable individuals to be paid, in accordance with the legal basis of contract
- Support financial planning
- Complete statutory government returns
- Support staff performance, development and appraisal



- Support insurance claims
- Support Covid-19 staff testing programme

Under the General Data Protection Regulation (GDPR), the legal basis / bases we rely on for processing personal information for general purposes are:

Article 6:

1. Legal obligation
2. Public interest

Article 9:

1. To carry out obligations of the school
2. To carry out the legitimate interests of the school

How do we Collect your Information?

We collect your personal information via staff application forms, employment contracts, payroll data collection forms (e.g. bank details, change of hour forms), medical notes, qualification certificates and other data collection / consent forms which may be used in relation to a specific purpose.

Whilst the majority of the personal information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with GDPR, we will inform you at the point of collection whether you are required to provide certain information to us or if you have a choice in this.

How do we store your information?

We hold staff data securely while staff are employed at the Academy. Beyond this time, data is held in line with DfE guidance.



Who do we Share your Information with?

We routinely share your information with:

- Our local authority (where applicable)
- The Department for Education (DfE)
- HR and Payroll
- Future employers (in the interest of providing an employment reference at your request)
- Statutory auditors (annual statutory audit is a legal obligation)
- Internal scrutineer (internal scrutiny is an obligation set out by the ESFA)
- Service providers (where applicable)
- Communication services (email, text)
- Social services
- Trip venues (where applicable)

Why do we Share School Workforce Information?

We do not share information about our workforce members with anyone without consent unless the law and our policies allow us to do so.

We are required to share information about our workforce members with our local authority (LA) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

We are required to share information about our workforce members with the DfE under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments. All information we share with the DfE is transferred securely and held by the DfE under a combination of software and hardware controls which meet the current government security policy framework.



How does the Government use your data?

The workforce information that we lawfully share with the DfE through data collections:

- Informs the DfE's policy on pay and the monitoring of the effectiveness and diversity of the school workforce.
- Links to school funding and expenditure.
- Supports longer term research and monitoring of educational policy.

You can find more information about the data collection requirements placed on us by the DfE by following this link <https://www.gov.uk/education/data-collection-and-censuses-for-schools> .

The DfE may share your information with third parties who promote the education or wellbeing of pupils or the effective deployment of staff by:

- Conducting research or analysis.
- Producing statistics.
- Providing information, advice or guidance.

The DfE has robust processes in place to ensure that the confidentiality of personal information is maintained and there are controls in place regarding access to and use of the information. The DfE makes decisions on whether they will share personal information with third parties based on an approval process, where the following areas are considered in detail:

- Who is requesting the information?
- The purpose for which the information is required.
- The level and sensitivity of the information requested.
- The arrangements in place to securely store and handle the information.



To have access to school workforce information, organisations must comply with strict terms and conditions covering the confidentiality and handling of information, security arrangements and retention of the information.

How to find out what personal information the DfE holds about you

Under the Data Protection Act 2018, you are entitled to ask the DfE what personal information it holds about you. You have the right to ask the DfE:

- If it processes your personal data.
- For a description of the data it holds about you.
- The reasons it is holding your data and any recipient it may be disclosed to.
- For a copy of your personal data and any details of its source.

To exercise these rights, you should make a subject access request. Information on how to do this can be found by following this link:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

You can also contact the DfE directly using its online contact form by following this link: <https://www.gov.uk/contact-dfe>

Requesting Access to your Personal Data

You have specific rights to the processing of your data, these are the right to:

- Request access to the information the school holds about you.
- Restrict our processing of your personal data, i.e. permitting its storage but no further processing.
- Object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics.
- Have your personal data rectified if it's inaccurate or incomplete.



- Not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.
- Request the deletion or removal of personal data where there is no compelling reason for the continued processing.
- Seek compensation, either through the ICO or the courts.

If you want to request access to the personal information we hold about you, please contact the Headteacher.

If you are concerned about the way we are collecting or using your information, please raise your concerns with the school's Data Protection Officer (DPO) in the first instance. You can also contact the ICO at <https://ico.org.uk/concerns/> .

How can you find out more Information?

If you would like to discuss anything in this privacy notice, please contact the DPO in the first instance:

Miss Sophie Roberts

St Gabriel's Academy

Houlton Way

Houlton

Rugby

CV23 1AN



Declaration

I declare that I understand:

- The categories of my personal information St Gabriel's CofE Academy collects and uses.
- The school has a lawful basis for collecting and using my personal information.
- The school shares my information with the DfE, LA and other stated organisations.
- The school does not share information about me with anyone without my consent, unless the law and our policies allow us to do so.
- My information is retained in line with the DfE guidelines.
- My rights to the processing of my personal information.

Name of staff member:

Signature of staff member:

Date:
